

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
JULY 20, 2000**

The Quality Systems (QS) Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on July 20, 2000, from 1 - 2 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Mr. Scott Siders of the Illinois Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The homework table is provided in Attachment C. *The purpose of the meeting was to reorganize the committee following the Sixth NELAC Annual Meeting (NELAC VI) and to initiate committee work leading up to the Sixth NELAC Interim Meeting (NELAC VII) scheduled to begin October 31, 2000.*

INTRODUCTION

Mr. Siders opened the meeting by reviewing the distributed agenda and stating that during this first meeting as committee chair, his objective was to establish action plans to prepare for NELAC VII which is scheduled earlier than usual this year.

STATUS UPDATE

ANSI/ISO 17025 Issue

With regards to the American National Standards Institute (ANSI)/International Standards Organization (ISO) 17025, Mr. Siders indicated that he is aware of no resolution, and that talks are continuing with the ANSI and ISO organizations, and U.S. Environmental Protection Agency (EPA) legal counsel on this issue.

Chapter 5

Mr. Siders and Mr. Joe Slayton, (past chair) have reviewed the draft of the approved chapter, including action taken during the NELAC VI voting session and have forwarded their comments for incorporation prior to its delivery to EPA for distribution.

ACTION ITEMS AND FUTURE PLANS RESULTING FROM NELAC VI

Mr. Siders began a review of issues that will need focused attention in preparation for NELAC VII and appointed members to these subcommittees. It was noted that conference calls may be available. Arrangements would be made by EPA, but the cost of the phone call would be the responsibility of each committee member.

Accrediting Authority (AA) Needs/Issues

Mr. Siders indicated that Mr. David Mendenhall, Dr. George Kulasingham, Mr. Charlie Hooper and Mr. Jeff Nielsen will coordinate this effort¹.

ISO 17025 Workgroup

Mr. Siders indicated that this effort is the top priority for the committee, to ensure compatibility with international standards. Current members of this subcommittee² will be: Ms. Jackie Sample (Co-Chair), Mr. Ray Frederici; Ms. Marlene Moore, and Dr. Fred Siegelman (Co-Chair), Dr. Carl Kircher and Mr. Siders.

As the initial plan of action, Dr. Siegelman indicated the subcommittee's desire to develop a working copy of the chapter which has relevant and exact ISO language incorporated. It was noted that assistance may be available through other organizations and by web-postings.

Microbiology Testing Subcommittee

Mr. Siders indicated that current members of this subcommittee³ will be: Ms. Marty Casstevens (chair); Dr. Margo Hunt, Dr. Irene Ronning, Ms. Robin Joyner, Ms. Phyllis Givens, Ms. Bennett Osborne, and Ms. Sharon Kluender. He will contact Ms. Jeanne Hankins, NELAC Director, to schedule 3-5 teleconferences for this subcommittee.⁴

He noted that three members are from the private sector, three members are from state government and one member from the federal government to give broad representation on the subcommittee.

Field Activities

Mr. Siders noted that issues with the Field Activities committee will be an issue, and this committee will work with the Air Source Emission Task Team (ASETT), the ELAB subcommittee which is drafting a Measurement of Source Emissions stack testing accreditation standard. Mr. Cliff Glowacki and Mr. Siders will lead this committee's liaison with ASETT.⁵

Comments Received

Mr. Siders reported that he has collected comments from several sources and will make assignments to the various subcommittees as appropriate. He will organize his review and report to the committee on his proposed approach.⁶

New Asbestos Testing Appendix and Subcommittee

Comments have been received on the committee's NELAC VI-distributed proposal for Water Asbestos Testing (Appendix D.7). Mr. Siders will ask Mr. Kulasingam to chair a subcommittee to

respond to comments⁷.

Unresolved Issues from NELAC VI

Mr. Siders appointed Mr. Pete De Lisle to chair a subcommittee⁸ to deal with unresolved issues from NELAC VI. Issues identified were:

1. Characterization of organisms must be adequate yet respect the need to protect proprietary information of suppliers.
2. Need for suitable definition of a “standard” water for testing that will support consistent results.

NEXT MEETING

The next meeting of this committee is scheduled for August 17, 2000 at 1 p.m. EDT.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE
JULY 20, 2000**

Item No.	Action Item	Date to be Completed
1	<u>Accrediting Authority Issues Subcommittee:</u> Mr. Mendenhall & Mr. Kulasingham(co-chairs)	
2	<u>ISO 17026 subcommittee:</u> Ms. Jacki Sample & Mr. Frederici (co-chairs): Ms. Marlene Moore, Dr. Siegelman.	
3	<u>Microbiology Testing Subcommittee:</u> Ms. Casstevens (chair): Dr. Margo Hunt, Dr. Irene Ronning, Ms. Robin Joyner,	
4	Mr. Siders will request that Ms. Hankins arrange 3-5 teleconferences for the Microbiology subcommittee.	
5	<u>Field Activities Subcommittee:</u> Mr. Glowacki & Mr. Siders (co-chairs)	
6	Mr. Siders will review comments that have been received and will develop a response strategy to report to the committee.	
7	<u>Asbestos in Water Subcommittee:</u> Mr. Kulasingham (chair):	
8	<u>Unresolved Issues from NELAC VI subcommittee:</u> Mr. De Lisle (chair):	

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE
JULY 20, 2000**

Name	Affiliation	Phone Numbers
Mr. Scott D. Siders Chair	IL Environmental Protection Agency	T: 217-785-5163 F: 217-524-0944 E: epa6113@epa.state.il.us
Ms. Martha Casstevens	Froehling and Robertson	T: 804-264-2701 F: 804-264-0782 E: mcasstevens@fandr.com
Dr. Peter Delisle	Coastal Bioanalysts	T: 804-694-8285 F: 804-695-1129 E: pdelisle@coastalbio.com
Mr. Raymond J. Frederici	Severn Trent Laboratories	T: 708-534-5200 F: 708-534-5211 E: frederir@stl-inc.com
Mr. Clifford R. Glowacki (absent)	CERP	T: 916-643-0447 F: 916-643-0190 E: cglowacki@cerp-aiger.org
Mr. Charlie Hooper	USEPA	T: 706-355-8838 F: 706-355-8803 E: hooper.charles@epa.gov
Dr. George Kulasingam (absent)	CA Department of Health — ELAB	T: 510-540-2800 F: 510-849-5106 E: gkulasin@dhs.ca.gov
Ms. Sylvia S. Labie Board liaison (absent)	Florida Department of Environmental Protection	T: 850-488-2796 F: 850-922-4614 E: labie_s@dep.state.fl.us
Mr. David Mendenhall (absent)	UT Department of Health	T: 801-584-8470 F: 801-584-8501 E: dmendenh@doh.state.ut.us
Mr. Jeff Nielsen (absent)	City of Tallahassee Water Quality Division	T: 850-891-1232 F: 850-891-1062 E: nielsenj@mail.ci.tlh.fl.us
Dr. Fred Siegelman	USEPA, OEI	T: 202-564-5173 F: 202-565-2441 E: siegelman.frederic@epamail.epa.gov
Dr. Gene Tatsch (Contractor Support)	Research Triangle Institute	T: 919-541-6930 F: 828-628-0659 E: cet@rti.org

Attachment C

Comments to QS Committee Log & Status Table 4/23/00

From (Organization)	From (Person)	Date Recieved	Commentor Notified of Receipt (Y/N)	Format OK? (Y/N) & WORDPERFECT OR WORD OR RICH TEXT	Number/Letter Assigned	Due Date	Compl. Date
15 Wi DNR	A. Sotomayor	4/1/99	Y	Y	wisc_1 One	9/22/99	10/18/99
16 Navy	Elsie Munsell	4/1/99	Y	Y	Navy_1.wpd Two	6/2 9/22/99 9/22/99	6/17/99
17 Arizona	George Avery	4/29/99	Y	N	not electronic Three	9/22/99	9/22/99 12/7/99
South Carolina	Carol Smith	6/24/99	N	N (hardcopy)	Four	10/15/99	11/26.99 12/7/99
Fl Dept. of Health	Steve Arms	7/14/99	Y	Y(File not avail)	Five	10/15/99	10/15/99
Hillsboroght Co. Water Dept.	Steve Axelrod	8/10/99	Y	N(File not avail)	Six	10/15/99	10/15/99
DOD	Jackie Sample	8/24/99	Y	N (Yes Email)	Seven	10/15/99	11/16/99
Lehigh Co. Authority	Donna Farber	9/2/99	Y	N (Yes Email)	Eight	10/15/99	1/7/00
W. Coast Analytical Service, Inc.	Jack Northington	9/1/99	Y	N (Yes Email)	Nine	10/15/99	12/7/99
Catalyst	Jerry Parr	9/7/99	Y	N (Yes Email) Gen. Questions	Ten	10/15/99	1/7/00
New Hampshire	Charles Dyer	?	N	Y(file not avail)	Eleven	!0/1/99	10/15/99
CA ELAB	Steve Boggs	9/22/99	Y	Y	Twelve	10/15/99	12/7/99
Eastman Kodak	Don Zahniser	9/22/99	Y	Y	Thirteen	10/15/99	1/7/00 outstanding items in 1/7/00 parking lot Completed on 4/14/00
Test America	Paul Juno	9/22/99	Y	Y	Fourteen	10/15/99	1/7/00 up to 5.12.3.3 and completed 4/14/00
WI DNR	A. Sotomayor	9/25/99	Y	Y	Fifteen	10/15/99	12/7/99
SAFETY-KLEEN CORP	VINCENT DONNDELINGER	1/3/00	Y	Y/N	A	2/9/00	4/14/00
CA-DHS	JANE JENSEN	1/3/00	Y	Y/N	B	3/1/00	2/16/00 & 3/15/00

Attachment C

CA-DHS	JUNE KANI	1/3/00	Y	Y/N	C	2/9/00	1* 1/3 2/9/00 and last 2/3 4/14/00
USEPA - REGION 4	CHARLIE HOOPER	12/20/99	Y	Y/N	D	2/9/00	2/23 & 36/00
DAVIS & FLOYD ENG.	CARL BURRELL	1/5/00	Y	Y/N	E	2/9/00	4/14/00
QC-INC	70720 HEIDI KRUEGER MARLENE MOORE	1/14/00	Y	Y/N	F	2/9/00	4/14/00
NY-SDH	KEN JACKSON	1/11/00 1/12/00	Y	Y/N	G	1/24/00	1/24/00
FIRST ENV	LORRIE FRANKLIN	12/3/99	Y	Y/N	H	2/9/00	1/24/00
Advanced Systems, Inc.	Marlene Moore	2/8/00	Y	Y	C1	3/6/00	3/6/00
PDC Labs, IL	Jeff Loews	3/6/00	Y	Y/N	C2		3/21/00
Field Activities Committee	Bart Simmons	3/2/00	Y	Y/N	C3		3/21/00
ELAB	J. Wilson Hershey	2/28/00	Y	Y/N	C3		3/13/00 and 3/21/00 and 4/14 and 4/17
UOSA	Bill Nivens	3/15/00	Y	Y/N	C4		3/15/00
FI	Steve Arms	3/10/00	Y	Y	C5		3/21/00
Hampton Roads Sanitary Authroity	Stancie Calacsan	1/24/00	Y	Y/N	I		4/19/00
California Health Dept.	June Kani	2/10/00 and 4/14/00	Y	Y	J		4/19/00
WI	Laura Trans	2/25/00	Y	Y	K		4/19/00
Severn Trent Labs STL	Deb Loring	3/16/00	y	Y/N	I		4/19/00
KS	Aurora Shields	2/29/00	Y	Y	M		3/9/00
FL DEP	Silky Labie	3/12/00	Y	Y	N		4/17 & 4/19
CA Health Dept.	Jane Jensen	3/12/00	Y	Y	O	NELAC 6	NELAC 6
PA DEP	Michael DePalma	3/30/00	Y	Y	P		4/19/00
Envir. Quality Management	Larry Jackson	4/4/00	Y	Y	Q	NELAC 6	NELAC 6
East Coast NELAC Assessors	Marlene Moore	3/31/00	Y	N	R	NELAC 6	NELAC 6

Note: The comments will be discussed during QS Committee meetings and the QS consensus comments will be included with the committee minutes. The final version of the tables/sections of tables will be forwarded by the lead after the Committee meeting so that it can be attached to the minutes. As the final response will be the consensus of the QS committee, the name of the group leader/s will not be included in the minutes/web posting.